

**AMENDED IDAHO COMMISSION FOR LIBRARIES**  
**LIBRARY SERVICES AND TECHNOLOGY ACT (LSTA)**  
**FY 2008 FIRST-TIME ATTENDANCE AT LIBRARY CONFERENCE**

Name of Applying Library: \_\_\_\_\_

Library Address: \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_

Name/Position of Staff Member To Attend: \_\_\_\_\_

Daytime phone \_\_\_\_\_ E-mail: \_\_\_\_\_

☐ I have discussed this project with the CE Consultant:

Name: \_\_\_\_\_ Date: \_\_\_\_\_

**Activity (check one):**

____ ALA Annual Conference	____ American Assoc School Lib. Conf.
____ ALA Mid-Winter Conference	____ Assoc of College & Research Lib. Conf.
____ PNLA Conference	____ Special Libraries Assoc. Conf.
____ ILA Conference	____ Rural Libraries Conf.
____ PLA Conference	____ Other specify : _____

Location of Conference: \_\_\_\_\_

Dates of Conference: \_\_\_\_\_

Your arrival date: \_\_\_\_\_ Your return date: \_\_\_\_\_

Budget Summary:

Registration	_____
Airfare / mileage	_____
Lodging	_____
Total:	_____
Total Amount Applied for:	_____

*(Total Above or \$900 whichever is less)*

**SIGNATURE AND CERTIFICATION:**

*All participating libraries and other entities must sign copies of this certification: We are aware of, and agree to comply with, the federally mandated assurances enumerated in the Civil Rights Certificate, OMB Circulars 2 CFR Part 220, 225, and 230, and are compliant with Commission for Libraries' eligibility requirements for LSTA.*

_____ Appropriate Signature	_____ Title	_____ Date
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_____ Appropriate Signature	_____ Title	_____ Date
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Commission for Libraries Use Only

Approved: \_\_\_\_\_ Date \_\_\_\_\_

Disapproved \_\_\_\_\_ Date \_\_\_\_\_

**APPLICATION QUESTIONS:** (Attach a sheet with your answers.)

**1. Select the LSTA priority this event best addresses:**

**LIBRARY SERVICES AND TECHNOLOGY ACT PRIORITIES**

- ☐ Expanding services for learning and access to information and educational resources in a variety of formats, in all types of libraries, for individuals of all ages
- ☐ Developing library services that provide all users access to information through local, state, regional, national and international electronic networks
- ☐ Providing electronic and other linkages among and between all types of libraries
- ☐ Developing public and private partnerships with other agencies and community-based organizations
- ☐ Targeting library services to individuals of diverse geographic, cultural, and socioeconomic backgrounds, to individuals with disabilities, and to individuals with limited functional literacy or information skills
- ☐ Targeting library and information services to persons having difficulty using a library and to underserved urban and rural communities, including children (from birth through age 17) from families with incomes below the poverty line

**2. How will your participation in this event benefit your library patrons/ customers?  
i.e. How will you use the information and knowledge you gain from this  
conference in your library setting to benefit your patrons/ customers? (In 300  
words or less)**

**EVALUATION QUESTIONS:**

At the conclusion of the conference, the applicant will evaluate the event by responding to the following questions:

- A. Did your participation in this event meet the expectations identified in your application? If so how? If not can you identify why?
- B. Describe how, in the next 3-5 months, you will apply what you have learned from this event in your library.
- C. How will the implementation of this knowledge and these ideas benefit your patrons/ customers?

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**APPLICATION INSTRUCTIONS:**

**Submit the following:**

- 1. Completed application cover sheet with original signatures. (*refer to page 21 of this guide to assist you in identifying Appropriate Signatures*)
- 2. Response to only the **Application Questions** above. (*Do not respond to the Evaluation Questions until after the event.*)
- 3. A copy of the **conference brochure** describing the conference, identifying sessions, dates, times, registration costs, and hotel costs.
- 4. Civil Rights Certification
- 5. Suspension & Debarment Certification
- 6. Send the application and all attachments to: **Grants Contracts Officer, Idaho Commission for Libraries, 325 West State Street, Boise, Idaho 83702-6072**

**Grant applications must be received by the Commission for Libraries no later than 45 days prior to conference.**

Grants are made to the library and reimburse all or a portion of the expenses incurred by the employee's attendance at the conference.

It is required that the person attending the conference be paid their normal salary and benefits for time spent at the conference.

Eligible conference costs will be reimbursed **up to a maximum of \$900**. Those reimbursable costs are:

**Basic conference registration rate** – The basic conference registration is an allowable expense through this grant. Participant organization membership, pre-conference fees, tours, or conference meals are not allowable expenses through this grant.

**Airfare / mileage** – Conference participants are expected to travel at the lowest possible cost i.e. air transportation by coach scheduled at least two weeks prior to the event, unless mileage costs are less expensive. Round trip mileage costs will be covered as per the State of Idaho travel mileage chart at the current State rate of reimbursement, not to exceed the cost for air transportation to the same location. **Mileage incurred during the event will not be reimbursed. Airport parking and transportation to and from the airport are also not eligible costs.** Contact the Continuing Education Consultant if you have questions.

**Lodging** - Eligible lodging costs are reasonably priced hotel accommodations for each night the participant is in attendance at the conference. Accommodations cost for more than one day in advance or following the scheduled dates of the conference are ineligible. If driving to the event location, accommodation costs along the way to and from the conference are not eligible expenses.

**Match** - Libraries are expected to provide all other expenses not listed above as their match.

#### **REIMBURSEMENT PROCESS:**

Once the event has concluded, the applicant library must submit to the Commission for Libraries the Request for Reimbursement, the LSTA Financial Report (forms included in grant packet agreement packet), receipts for registration, hotel accommodations, and transportation costs. These forms must be accompanied by a **brief report from the participant responding to the Evaluation Questions mentioned above.**

For additional instructions refer to Appendix I in the LSTA Grant Application Kit.

If you have any questions, please do not hesitate to call our Continuing Education Consultant at 800-458-3271 (toll-free long distance) or (208) 334-2150.

